

*Case File*  
Sanitized - Approved For Release : CIA-RDP70-00211R000100330001-2  
Office Memorandum • UNITED STATES GOVERNMENT*Records 5 hours*

TO : MEMORANDUM FOR THE RECORD

DATE: 10 October 1957

FROM : Chief, Records Management Staff

SUBJECT: Equipment for Space Layout, Machine Records Division,  
Office of Comptroller

1. On 16 September 1957, [REDACTED] Chief, Machine Records Division, requested that I assign an analyst to assist him in developing a better space layout so that he can accommodate some new tabulating machine equipment. I indicated that this would also involve records disposition to some extent. I advised him that we would be glad to proceed provided that I get the people's approval of his supervisors and that the Area Records Officer, Miss [REDACTED] was advised and agrees to the project. 25X1A9a

25X1A9a 2. On 18 September 1957, Mr. [REDACTED] advised me that he had discussed the project with Miss [REDACTED] Deputy Comptroller. 25X1A9a

25X1A9a 3. On 23 September 1957, Mr. [REDACTED] and I met with Mr. [REDACTED] and his deputy, Mr. [REDACTED] and made arrangements to proceed with the project. 25X1A9a 25X1A9a



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